

STATE ASSESSORS BOARD EDUCATION COMMITTEE
Meeting-June 24, 2005
Minutes

Michigan Townships Association Building-512 Westshire-Lansing, Michigan

ROLL CALL:

Present	Howard Feyen, CMAE 4 Lisa Hobart, CMAE 4 Lynne Houston, CMAE 3 Diane Lee, CMAE 3 Blaine McLeod, CMAE 4 Steven Mellen, CMAE 4 Joan Peoples, CMAE 4 Deborah Ring, CMAE 4 William Schmidt, CMAE 3
Others Present:	Lynn Harvey
Absent:	Phillip Bertolini, CMAE 4 Richard Brook, CMAE 3 Denise Chalifoux, CMAE 3 Phillip Chalifoux, CMAE 3 Evelyn David, CMAE 2 C. Jan Markowski, CMAE 4 Sherron Schultz, CMAE 4 Beth Shafer, CMAE 3 Clifford Turner, CMAE 4

WELCOMING NEW COMMITTEE MEMBERS:

- 1) Deborah Ring, CMAE 4
- 2) Evelyn David
- 3) Diane Lee, CMAE 3
- 4) Howard Feyen, CMAE 4

RENEWAL PROGRAMS REVIEWED AND UPDATED:

- 1) Sales Comparison Approach to Value has been reviewed and updated by Mellen and Peoples.

RENEWAL PROGRAMS BEING UPDATED AND STATUS REPORT:

- 1) Basic Assessing-McLeod and Mellen-will be completed by August 8 meeting

RENEWAL PROGRAMS BEING UPDATED AND STATUS REPORT Cont.:

- 2) Cost Approach to Value-Schmidt-will be completed by August 8 meeting
- 3) Equalization-Mellen-will be completed by August 8 meeting
- 4) Property Tax Law-Brook and Peoples-completed
- 5) Real Property Descriptions-Brook-Absent-No Report
- 6) Vacant Land Valuation-D. Chalifoux and P. Chalifoux-will be completed by August 8 meeting

NEW RENEWAL PROGRAMS TO BE WRITTEN:

- 1) Land Division and Combination Process-Brook-no report
- 2) Suggestions for new renewal programs
 - a. Letter to Dennis Platte asking if the Headlee Roll Back and New and Loss Adjustments program is written and available in written form for instructors to use, and if so, can State Assessors Board approved instructors teach the program.

STATUS REPORT ON HOME STUDY COURSES BEING UPDATED:

- 1) Management-Schmidt-completed
- 2) Statistics in Assessing-Shafer-to be completed by August 8 meeting

HOME STUDY COURSES BEING WRITTEN:

- 1) Budget and Government Financing
 - a. Lynn Harvey was present to discuss the Budget and Government Financing Course. A computer disk program will be made and completed by January 1, 2006 by Lynn Harvey

HOME STUDY COURSES BEING WRITTEN Cont.:

- b. Program suggestions for the Budget and Government Financing Course made by Education Committee Members will be forwarded to Lynn Harvey
- c. The program will be in 10 units
 - Principles of Taxation
 - Michigan Taxation
 - Property Taxation
 - State Finance
 - Budgeting
 - Expenditure Budget
 - Administering the Budget
 - Capital Budgeting and Finance
 - Uniform Accounting Principles
 - Financial Reporting
- d. A payment agreement will be made between the State Assessors Board and Lynn Harvey for making the computer disk program
- e. Test details will be worked out after computer disk program is completed
- f. Details for keeping the program updated will be discussed with Lynn Harvey

EXAM QUESTION WRITING PROGRAM:

- 1) The August 8 training program titled Exam Question Writing will be held at the Michigan Assessors Association Educational Conference at Crystal Mountain Conference Center, Thompsonville, Michigan, at 1:30—3:30 p.m., August 8, 2005. All Education Committee Members are welcome to attend. State Assessors Board approved instructors will be notified of the program. There is a maximum room capacity of 50. Attendance will be by pre-registration only. First seats are reserved for Education Committee Members, additional seats will be on a “first-come first serve” basis for State Assessors Board approved instructors.
- 2) 2 hours of continuing education credit for assessor renewal is requested of the State Assessors Board for the program.

NARRATIVE APPRAISAL REPORT WRITING EDUCATION:

- 1) Minutes of the Narrative Report Writing Workshop Committee meeting were distributed. Workshops being written by the 10 Narrative Report Writing Workshop Committee Members were discussed.

ADJOURNMENT AND NEXT MEETING:

- 1) The meeting adjourned at 2:35 p.m.
- 2) Next Education Committee Meeting is scheduled for 1:30-3:30 p.m. on August 8, 2005 at the Michigan Assessors Association Educational Conference, at Crystal Mountain Conference Center, Thompsonville, Michigan.

Minutes Written By-Joan Peoples